

**DISCLOSURE BY A *PUBLIC EMPLOYEE*
OF A GIFT, BENEFIT OR ITEM OF SUBSTANTIAL VALUE
AS REQUIRED BY G.L. c. 268A, § 23(b)(3) and 930 C.M.R. § 5.04(3)**

- You are a state, county or municipal employee as defined in M.G.L. c. 268A, § 1;
- You have received a gift, benefit or item of one of the types listed below:
 - (a) Awards - an award given for meritorious public service or achievement as part of a program of recognition. The source of the award cannot be a person or entity with whom you, as a public employee, have had dealings or expect to have dealings in the course of your official duties.

In a program of recognition,

 - o awards are or will be made on a regular basis, or are or will be funded, wholly or in part, to ensure the continuation of the program of recognition on a regular basis; and
 - o the selection of award recipients are made pursuant to written standards.
 - (b) Loans – a commercially reasonable loan made in the ordinary course of business.
 - (c) Random drawings – rewards and prizes given to competitors or entrants in contests open to the public.
- **The value of the gift, benefit or item is \$50 or more.**

DID THE DONOR HAVE A DIRECT INTEREST IN YOUR PERFORMANCE OF OFFICIAL DUTIES?

A donor has a direct interest in your performance of official duties if the donor, whether a person or an organization,

- is seeking official action by you as a public employee; OR
- has interests that may be substantially affected by the performance or nonperformance of your official duties.

DO YOU NEED TO FILE A DISCLOSURE? WHEN SHOULD YOU FILE IT?

You need to file a disclosure if the donor had a direct interest in your performance of official duties within six months before you receive the gift, benefit or item.

- Under these circumstances, you should file this disclosure upon receiving the gift.

You need to file a disclosure if the donor has a direct interest in the performance of your official duties within six months after you have received the gift, benefit or item.

- Under these circumstances, you should file this disclosure when you become aware that the donor has such an interest.

If you need advice about completing the disclosure, please call the Attorney of the Day at (617) 371-9500.

Please scroll down to the form below.

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Name:	
Title or Position:	
Agency/Department:	
Agency address:	
Office Phone:	
	<i>What is the gift, benefit or item?</i>
Describe the gift, benefit or item.	
What is its actual or estimated value?	
	<i>Who is the donor?</i>
Identify the donor. Provide the name, address and affiliation.	
	<i>Under what circumstances did you receive the gift, benefit or item?</i>
Explain the circumstances under which the item was offered or received.	
	<i>What is the donor's interest in your performance of official duties?</i>
What interest does the donor have in your performance of official duties?	
At what time did the donor have the interest?	
Signature	
Date	

Appointed state, county and municipal officials and employees should file with their appointing authority.

Elected state and county officials should file with the State Ethics Commission.

Elected municipal officials should file with the city or town clerk.

Attach additional pages if necessary.